

MINUTES OF THE MEETING
OF THE
CHICOPEE HOUSING AUTHORITY
SEPTEMBER 9, 2009

Note: TIME OF MEETING CHANGED FROM 6:00 P.M. TO 5:00 P.M.

The Members of the Chicopee Housing Authority met in regular session at 7 Valley View Court in the City of Chicopee, Massachusetts at 5:00 p.m.

The meeting was called to order by the Chairperson at 5:00 p.m. Upon roll call those present were as follows:

Present:	Charles Swider	Absent: Bruce Socha
	Chester Szetela	
	Brian Hickey	
	Tameika Raye'la Martinez	

NOTICE OF MEETING

Notice is hereby given that in accordance with Section 23B of Chapter 39, General Laws as amended that the annual meeting of the Members of the Chicopee Housing Authority will be held on September 9, 2009.

CERTIFICATION AS TO SERVICE OF NOTICE

I, Monica Pacello Blazic, the duly appointed, qualified and acting Secretary of the Chicopee Housing Authority do certify that on December 12, 2008 I filed in the manner provided by Sec 23B. Chapter 39, General Laws, as amended with the Clerk of the City of Chicopee, Massachusetts. I filed said notice with a Member of the office staff in the City Clerk's office.

Bruce Socha arrived at 5:02 p.m.

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Eunice Robarge, for Carmen Estrada, Recording Secretary.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to approve the minutes of the meetings held on July 9 & August 12, 2009 without being read.

The Treasurer distributed copies of reports regarding the summary of operations and operating statements for the period ending June 30, 2009, which was then read by the Director of Finance.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye'la Martinez, it was unanimously voted to accept the Treasurer's report as submitted.

Upon a motion made by Brian Hickey which was seconded by Chester Szetela, it was unanimously voted to approve payment of the bills.

CHECKS ISSUED

REVOLVING FUND/PAYROLL	63669 - 63808	\$492,204.71
SECTION 8	41540 - 41716	\$201,288.60

A tabulation of those bills to be paid is contained in the Member's folders.

Assistant Executive Director Patricia Murry reported that the fraud collections for FY09 were as follows:

State:	\$40,300.77
Federal:	\$26,809.02 for a total of \$67,109.79

Fraud collections as of July 09 were as follows:

State:	\$ 5,443.00
Federal:	\$ 1,623.00 for a total of \$7,066.00

Modernization Coordinator Robert Kachinski reported the following:

Senecal:

The bid opening for the \$2.5 million heat/hot water pipe replacement at Senecal apartments took place and the apparent low bidder is Gardner Construction and Industrial Services.

The CHA is awaiting DHCD final approval to award the contract.

Birch Bark Place: The filed sub bid and general bid openings for balcony repairs will take place in the next two weeks. Work is anticipated to commence in October.

Stimulus Projects:

The CHA is moving forward with several stimulus projects. Architects for Canterbury Elevator upgrades and generator replacement are being signed tonight.

The bid opening for gutter replacements at Cabot has been completed and several projects at Memorial are in the planning stages.

Maintenance Operations Manager David Dymek reported that work in the maintenance department is going well.

Upon a motion made by Bruce Socha which was seconded by Tameika Raye'la Martinez, it was unanimously voted to accept the committee reports as received.

(FYI) The security camera bid for Canterbury Arms and Cabot Manor

Apartments was challenged by Angellica Brothers, one of the seven (7) contract bidders for the project. The protest was related to licensing requirements. The Attorney General issued a decision instructing the Housing Authority to obtain clarification of the licensing requirements from the State agency governing the matter.

Modernization Coordinator Robert Kachinski reported that the RFP did not require a Massachusetts license. The Department of Public Safety believes that Massachusetts Law requires that the bidder must be licensed in Massachusetts. We are awaiting a response .

The Housing Authority is in receipt of an invoice (#7) for payment from JDL of Franklin County, Inc. for the replacement of exterior doors at Cabot Manor Apartments (AMP 8-1) in the amount of \$5,517.00. This invoice is in accordance with the terms of the contract requirements.

Upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4902

Whereas, the firm of JDL of Franklin County, Inc. has submitted a Certificate of Substantial Completion for the replacement of exterior doors at Cabot Manor Apartments (AMP 8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority approve the Certificate of Substantial Completion as submitted by the firm of JDL of Franklin County, Inc. for the replacement of exterior doors at Cabot Manor Apartments (AMP 8-1)

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha	NAYS: None
Chester Szetela	
Brian Hickey	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced b7 Bruce Socha, read in full and considered.

RESOLUTION NO. 4903

Whereas, the firm of Village Forge, Inc. has submitted a Certificate of Substantial Completion for concrete repair work on fourteen (14) balconies at Fairhaven Apartments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Substantial Completion as submitted by the firm of Village Forge, Inc. for concrete repair on balconies at Fairhaven Apartments, Project 667-6.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye'la Martinez and upon roll call the "Ayes" and "Nays" were as follows:

AYES:	Bruce Socha	NAYS:	None
	Tameika Raye'la Martinez		
	Chester Szetela		
	Brian Hickey		
	Charles Swider		

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an invoice (#1) for payment from Accutech Insulation & Contracting Company for the asbestos abatement for the Senecal Apartment tunnels in the amount of \$18,745.40. This invoice is in accordance with the terms of the contract requirements.

Upon a motion made by Brian Hickey which was seconded by Bruce Socha, it was unanimously voted to approve payment as requested above.

The following resolution was introduced and read by Bruce Socha and considered.

RESOLUTION NO.4904

Whereas, the firm of Gardner Construction Company has submitted a Certificate of Substantial Completion for the termite damage repair work at Cabot Manor Apartments (AMP8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing authority to approve the Certificate of Substantial Completion as submitted by the firm of Gardner Construction Company for termite damage repair work at Cabot Manor Apartments (AMP 8-1)

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha	NAYS: None
Chester Szetela	
Brian Hickey	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced b7 Bruce Socha, read in full and considered.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4905

Whereas, the Housing Authority is in receipt of a change order (#1) from Gardner Construction Company for a decrease in the contract of \$55,384.00 for the termite damage repair work at Cabot Manor Apartments (AMP 8-1). The decrease in contract cost is a result of only two (2) doorways requiring repairs for termite damage during the replacement of the exterior doors in the development.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Change Order #1 as submitted by the firm of \Gardner Construction and Industrial \services, Inc. for termite damage repair at Cabot Manor Apartments (AMP 8-1) Said Change Order #1 decreases the contract amount by \$55,384.00.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Bruce Socha	NAYS: None
Brian Hickey	
Chester Szetela	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of an invoice (#3) for payment from the firm of Gardner Construction Company for the termite damage repairs at Cabot Manor Apartments (AMP 8-1) in the amount of \$283.00. This invoice is in accordance with the terms of the contract requirements.

Upon a motion made by Bruce Socha which was seconded by Tameika Raye’la Martinez, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4906

Whereas, the firm of Gardner Construction Company has submitted a Certificate of Final Completion for the termite damage repairs at Cabot Manor Apartments (AMP8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion submitted by the firm of Gardner Construction for the termite damage repairs at Cabot Manor Apartment (AMP 8-1). The total contract sum for this work is \$61,044.00.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Chester Szetela	NAYS: None
Bruce Socha	
Brian Hickey	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4907

Whereas, the firm of Bay State Rug Company has submitted a Certificate of Substantial Completion for the hallway carpet replacement at the Edmund Kida Apartments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Substantial Completion for hallway carpet replacement at Edmund Kida Apartments, Project 667-4.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye'la Martinez and upon roll call the "Ayes" and "Nays" were as follows:

AYES:	Brian Hickey	NAYS:	None
	Tameika Raye'la Martinez		
	Bruce Socha		
	Chester Szetela		
	Charles Swider		

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority received seven (7) bids for the site improvement work at the Senecal Apartment tunnels. After a review of the bids by staff, the contractor who meets the terms of the bid and was selected is Gardner Construction Company and the cost of the contract is \$2,635,000.00. The bid tabulation is included in the Commissioner's package. Report will be given.

Modernization Coordinator reported that we are waiting for the state to okay the award to Gardner Construction Company and also indicated the alternate for concrete was authorized to pay.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4908

Whereas, the Housing Authority received the following eight (8) proposals

for the architect for the generator replacement at the Canterbury Arms Apartments (AMP 8-3):

FIRM	BASE PRICE	REIMBURSABLES	TOTAL BID
Hill Engineers	\$20,000	\$ 0	\$20,000
Reinhardt Assoc.	\$ 7,900	\$4,300	\$12,200
Lindgren & Sharples, P.C.	\$10,400	\$ 300	\$10,700
RDK Engineers	\$23,400	\$ 0	\$23,400
Gaskell Associates	\$25,600	\$1,000	\$26,600
Roy Brown Architects	\$10,300	\$1,400	\$11,700
Robson Woese, Inc.	\$22,500	\$2,000	\$24,500
Salamone and Associates	\$17,800	\$2,500	\$20,300; and

Whereas. after a review of the bids by staff, the contractor who meets the terms of the bid and was selected is Lindgren & Sharples P.C. and the cost of the contract is \$10,700.00. The bid tabulation is included in the Commissioners package. Report will be given.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Lindgren & Sharples, P.C. Architect for the generator replacement at Canterbury Arms Apartments (AMP 8-3) for the total sum of \$10,700.00 in accordance with the terms of their contract.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Brian Hickey	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4909

Whereas, the Housing Authority received the following four (4) proposal for the architect for the elevator upgrade at the Canterbury Arms Apartments (AMP 8-3):

FIRM	BASE PRICE	REIMBURSABLES	TOTAL BID
LPBA/Architects	\$15,200.	\$5,800.	\$21,000.
Reinhardt Assoc.	\$12,900.	\$4,400.	\$17,300.
Roy Brown Architects	\$12,120.	\$1,400.	\$13,520.

Salamone & Assoc. \$28,900. \$5,000. \$33,900.; and

Whereas, after a review of the bids by staff, the contractor who meet the terms of the bid and was selected is LPBA Architects Inc. and the cost of the contract is \$20,000.00. The bid tabulation is included in the Commissioner's package. Report will be given.

Modernization Coordinator Robert Kachinski and also Maintenance Operations Manager expounded further regarding the elevator upgrade.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of LBPA Architects, Inc. for the elevator upgrade at Canterbury Arms Apartments AMP (8-3) for the total sum of \$20,000.00 in accordance with the terms of their bid.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha	NAYS: None
Chester Szetela	
Brian Hickey	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4910

Whereas, the Authority received one (1) bid for the After School Program. the contractor who bid and meets the terms of the bid is Valley Opportunity Council and the cost of the contract is \$56,000.00.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with Valley Opportunity Council, Inc. (only bid) To administer the After School Program thru April 30, 2010 in the amount of \$56,000.00; and

Be it further resolved to authorize the Chairperson Charles M. Swider to execute said contract for and behalf of the Authority.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Chester Szetela	NAYS: None
Brian Hickey	
Bruce Socha	
Charles Swider	

Tameika Raye’la Martinez abstained from voting

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4911

Whereas, the staff has prepared and validated the SEMAP Certification for the Housing Choice Voucher Program (Section 8) for the Fiscal Year 2009. This certification is required by the U. S. Department of Housing & Urban Development in order to assess the Authority’s management capabilities and performance. A copy of the certification is included in the Commissioner’s package and backup documentation is available for review.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the SEMAP Certification as presented for the Fiscal Year 2009 as required by the U.S. Department of HUD.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye’la Martinez and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Bruce Socha	NAYS: None
Tameika Raye’la Martinez	
Chester Szetela	
Brian Hickey	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority has received information from the DHCD regarding Federalizing State Housing Developments. Staff will present a summary of the issues for discussion.

The Secretary gave a verbal report regarding the above matter.

The Housing Authority has received four (4) requests from residents at the following addresses for handicapped parking signs: 54 Meetinghouse Road, 61 Stonina Drive, 54 Peloquin Drive, and 28 Peloquin Drive. These residents have provided the Authority with proper documentation indicating their need for the handicapped parking signs.

A discussion took place regarding the above matter as to whose responsibility it is regarding handicap parking signs.

Upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to table the above matter until the next meeting.

The Secretary gave an update on the status of the stimulus money utilized by the Authority.

The Secretary also reported that a fence will be installed in the Fairhaven Parking lot.

There, being no further business to come before the meeting, therefore, upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to adjourn at 6:00 p.m. The next regular meeting is scheduled to be held on Wednesday, October 14, 2009 at 6:00 p.m.

ATTEST:

EUNICE M. ROBARGE, RECORDING SECRETARY